

Townshend Planning Commission

Minutes

September 10, 2025

- Present:** Bob DeSiervo, Doug Ballantine, Rick Matschke, Liza Martin, and Andrew Snelling.
- 1. Call to Order:** Chair DeSiervo called the meeting to order at 5:42 p.m.
 - 2. Additions and Deletions:** none
 - 3. Members of the Public:** none
 - 4. Approval of Minutes:** DeSiervo moved and Ballantine seconded a motion to approve the minutes for the regular meeting of August 13, 2025 as submitted. The motion passed.
 - 5. Correspondence:** WRC email announcing the application period for 2026 Municipal Planning Grant.
 - 6. Old Business:**

Town Hall: Matschke distributed copies of the final quote from Door Control for the electric door operators and related hardware. This quote includes bright brass hardware to match the color of the fire door hardware, electric power transfer connections to hide the connection from jamb to the door and Simplex mechanical key pad lock. There was a discussion regarding the quote and what was included.

Snelling made a motion, seconded by Ballantine, to submit the revised Door Control quote and the electrician's estimate to the Selectboard for approval at their next meeting. The motion passed 4-0-1 with DeSiervo abstaining. Snelling volunteered to write up a cover letter to the Selectboard.

Matschke said he had been thinking about the ramp and had worked up an approach to construct the ramp out of wood. He observed that the platform slopes slightly towards the street so the side ramp will have to be angled in two plans at the top. He will price out the necessary materials for the next meeting.

Town Plan: Snelling summarized the Selectboards actions regarding the Town Plan at the prior nights public hearing and selectboard meeting. DeSiervo reviewed the communications with the Selectboard over the last several months informing them about the Town Plan. He expressed disappointment that the Selectboard didn't act on the Town Plan. Snelling emphasized that there is still one more opportunity to get the Town Plan adopted before the current plan expires.
 - 7. New Business:**

Resignation: DeSiervo announced that after 18 years on the Planning Commission it was time for him to retire and that he would be submitting his letter of resignation to the Selectboard to be effective at the end of the meeting. The Commissioners all

thanked him for his contributions to the Planning Commission and the town.

Meeting Schedule: Regular Meeting: September 24, 2025 @ 5:30 p.m.
Regular Meeting: October 8, 2025 @ 5:30 p.m.

Adjournment: Chair DeSiervo seeing no further business to come before the Commission adjourned the meeting at 6:43 p.m.

Respectfully submitted,
Andrew Snelling